

Project File-away



Project Title	Project File-away
Project Summary	Create a defensible and organized record for agency decisions! Work on a visible and important, long-running environmental review.
Country	United States
Agency	Agriculture Department
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Put your organizational skills to the test! We are looking for a detail-oriented individual who can help us create a system for our administrative record. We have a large project that has been managed by multiple individuals and the record of the project is in disarray. The virtual intern would help us locate and process the records we have. The intern would develop a system that can identify and find all of the relevant documents quickly and efficiently. This internship offers students an opportunity to create an organizational tool for daily use while learning more about the environmental review process for utility development projects funded by USDA.

Desired Skills Interests

Additional Information

You would be part of a active and engaging team of environmental professionals working on an important and innovative project.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	Limited working proficiency	Minimum professional proficiency	Nice to Have